

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Office on Volunteerism and Community Service

Announces its
Request for Proposals (RFP)

For Funding Under the
2008 AmeriCorps*State Program

RFP Number	CVS-08-034
Issue Date:	January 24, 2008
Location:	Statewide
Initial Contract Period:	12-month period, generally beginning September 1, 2008, through August 31, 2009

Sealed Proposals will be received until March 20, 2008 at 5:00 pm

Proposals Received After The Deadline Will Be Returned Without Consideration.

Send or hand-deliver all Proposals directly to:
Office on Volunteerism and Community Service
Attn. Steve Whitman
5th Floor, 7 North Eighth Street
Richmond, VA 23219

An optional pre-proposal conference will be held at 1:00 pm, Tuesday, February 12, at the Virginia Department of Social Services, 7 North Eighth Street, Richmond, VA. This meeting will also be available via teleconference. If you would like to participate in this meeting via teleconference, you must RSVP no later than 5:00pm on Wednesday, February 6, by calling (804) 726-7068 or (800) 638-3839.

All requests for information should be directed to Steve Whitman, Program Officer, at the address above or by phone: (804) 726-7068 or (800) 638-3839.

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**VIRGINIA AMERICORPS *STATE PROGRAM
REQUEST FOR PROPOSALS
(RFP)**

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SECTION 1 - PURPOSE

1. The intent and purpose of this Request for Proposals (RFP) is to solicit Proposals to establish **Formula Full-Time Operational AmeriCorps *State** programs in Virginia.

The period of the initial contract shall be for twelve (12) months. Contracts may be renewed for up to two additional years; however, Continuation applications must be submitted annually for review. After three years, a program must submit a new Proposal in response to the current RFP.

SECTION 2 - BACKGROUND

- 2.1. On September 21, 1993, the National and Community Service Trust Act was signed into law, creating the Corporation for National Service (CNS). The Corporation supports a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, as individuals or as a part of a team. Learn and Serve America integrates service into the academic life of nearly one million students in all fifty states. The National Senior Service Corps uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger, safer, healthier, and smarter. AmeriCorps engages thousands of young Americans on a full- or part-time basis to help communities address their toughest challenges while earning support for college, graduate school, or job training. AmeriCorps joins a long tradition of programs encouraging and rewarding service – programs like the Civilian Conservation Corps, the Montgomery GI Bill, and the Peace Corps. These programs provide tangible benefits to local communities and foster civic responsibility in those served.

2.1.1. ABOUT AMERICORPS

AmeriCorps is a national service network that provides part-time and full-time service opportunities for participants, called members, to serve their communities and build the capacity of nonprofit organizations to meet local needs in the following areas:

- Education
- Environment
- Public Safety
- Homeland Security
- Other Human Needs

The AmeriCorps national service network includes AmeriCorps*State and National programs, Indian Tribe and U.S. Territories programs, Education Awards Program, AmeriCorps*Promise Fellows, AmeriCorps*VISTA, and AmeriCorps*NCCC. Through service with local organizations and agencies, in communities large and small throughout America, AmeriCorps members serve their Nation.

In Virginia, the AmeriCorps*State program is administered by the Office on Volunteerism and Community Service (OVCS).

SECTION 3 - STATEMENT OF NEEDS

3.1 AMERICORPS PROGRAMS

In a major effort to renew communities and meet social needs by tapping faith-based and nonprofit organizations, the Office on Volunteerism and Community Service extends an opportunity for organizations to improve communities by utilizing AmeriCorps to address challenges in national and state priority areas of education, public safety, homeland security, the environment, and other human needs.

- 3.1.1 **OPERATING GRANTS** support fully developed plans to establish a new national service program or to support, expand, or replicate existing national service programs. Most awards will cover a period that includes one year of operations. Grants may be renewed for succeeding years subject to annual review and availability of appropriations. The grant size will vary by circumstance and need. Operating grants may be awarded for the purpose of replicating successful program

models at other sites. Replication is defined as taking an existing program model and using it in a different setting with different administrative structure.

The Office on Volunteerism and Community Service encourages partnerships, collaborative relationships, intermediaries and mentorships in an effort to increase program results and the significance and impact of service members' experience as well as reducing administrative costs.

3.2 WHO IS ELIGIBLE TO APPLY?

School districts, institutions of higher education, state and local governments, and 501(c)(3) non-profit organizations are eligible to apply.

3.3. REPORTING AND EVALUATION REQUIREMENTS

Every program must develop a system for collecting and organizing data on an ongoing basis. The most common reporting mechanisms are progress, financial, and final reports. In addition, your program must cooperate with national program evaluation studies the Corporation for National and Community Service may undertake. Also, you must maintain data on civil rights compliance, as detailed in the AmeriCorps Grant Provisions that are part of your grant award.

3.4. eGrants

Organizations awarded AmeriCorps grants must subsequently create and complete an application in eGrants, an electronic application system utilized by the Corporation for National and Community Service. Use of eGrants requires a computer with access to the Internet.

SECTION 4 - PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

4.1 GENERAL REQUIREMENTS

- 4.1.1. RFP RESPONSE:** Public and private non-profit incorporated agencies or organizations located in Virginia are eligible to apply for these funds. In order to be considered for selection, applicants must submit a complete response to this RFP. **Three originals and nine copies of each Proposal, and one copy in CD Rom format must be submitted to the Virginia Department of Social Services.** No other distribution of the response shall be made by the applicant. The original Proposals **must be marked** as such.

The deadline for submission of Proposals is 5:00pm on Thursday, March 20, 2008.

4.1.2. PROPOSAL PREPARATION:

- A. Proposals shall be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency. See **Section 12 – Proposal Packet** for required items.
- B. Proposals should be prepared concisely, providing a straightforward description of capabilities to satisfy the requirements of the RFP.
- D. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 11-52D of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or material to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and

must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire Proposal document, line item prices, and/or total Proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the Proposal.

- 4.1.3. ORAL PRESENTATION:** Offerors who submit a Proposal in response to this RFP may be required to give an oral presentation of their Proposal to the Office on Volunteerism and Community Service. This provides an opportunity for the Offeror to clarify or elaborate on the Proposal. This is a fact-finding and explanation session only and does not include negotiation. Office on Volunteerism and Community Service staff will schedule the time and location of these presentations. Oral presentations are an option of the Office on Volunteerism and Community Service and may or may not be conducted.
- 4.1.4. FISCAL PRE-ASSESSMENT:** Offerors who submit a Proposal in response to this RFP may be subject to a fiscal pre-assessment visit by Office on Volunteerism and Community Service staff. This provides an opportunity for the Offeror to clarify or elaborate on the fiscal management self-reporting tool, budget and/or organizational capacity narrative. This is a fact-finding and explanation visit only and does not include negotiation. The Office on Volunteerism and Community Service will schedule this visit. Fiscal pre-assessments are an option of the Office on Volunteerism and Community Service and may or may not be conducted.

4.2. SPECIFIC PROPOSAL INSTRUCTIONS

4.2.1. IMPORTANT NOTICE

The Office on Volunteerism and Community Service requires that you prepare the **NARRATIVE SECTION** of your Proposal as a Microsoft Word document. Applicants recommended for funding will subsequently submit their Proposals via eGrants, an electronic application system.

- 4.2.2. Proposals must be double spaced in not less than 12-point font size with one-inch margins on 8 1/2" by 11" paper. One side counts as one page. NARRATIVE PAGES MUST BE NUMBERED. NO APPENDICES ARE ALLOWED.**

4.2.3. PROPOSAL INSTRUCTIONS FOR NEW AMERICORPS*STATE PROGRAMS

The following Proposal instructions detail the submission requirements for new AmeriCorps*State Proposals. Use these instructions to prepare your Proposal.

See Section 5 below for a detailed description of the review and selection criteria peer reviewers and staff will apply in their review of new Proposals.

General Submission Information. Your Proposal consists of the following components. Please make sure to address each one.

- I. Proposal Cover Sheet**
- II. Authorization, Assurances, and Certifications**
- III. Narrative**
- IV. Evaluation Summary or Plan**
- V. Budget**
 - a. Budget Narrative Worksheets**
 - b. Budget Page**
- VI. Budget Analysis Checklist**
- VII. W-9 Request For Taxpayer Identification Number (s) and Certification**
- VIII. Additional Documents (if applicable)**
 - a. Program Evaluation**
 - b. Labor Union Concurrence**

Several of the proposal components above are available in fillable Microsoft Word format at: www.vaservice.org/go/national/ Americorps_rfp/

Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. **Do not use** any of the following in your Proposal: bold face, bullets, underlines, or other types of formatting, charts, diagrams, and tables.

Grant Proposals must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at <http://www.dnb.com>.

I. Proposal Cover Sheet

Complete the Proposal cover sheet in its entirety.

II. Authorization, Assurances, and Certifications

Read the authorization, assurances, and certifications carefully. Sign and include with Proposal.

III. Narrative

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general suggested guidelines to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*. Focus on the special considerations and priorities that apply to your program.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the three selection criteria presented below.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In this section, you will make the case that you have a well-designed program plan with a clear and compelling justification for the requested funds. Your narrative should cover the three-year program period for which you are requesting funds.

Important Note: The Narrative portion of your proposal may not exceed 71,000 characters.

To determine character totals in Microsoft Word (mandatory for Narrative); go to **Tools**; then **Word Count**.

A. Program Design

The following sections include elements that will contribute to your successful response to the criteria as articulated in the AmeriCorps regulations. **Although they are aligned with the criteria articulated in the AmeriCorps regulations, they are not to be confused with the criteria themselves.** The criteria can be found in AmeriCorps regulations, 45 CFR §§ 2522.420–2522.448, along with additional information about what reviewers will assess within each category. We strongly suggest that you review the regulations as well as the *Notice of Funding Opportunity* (NOFO) and these instructions before preparing your narrative.

1. Rationale and Approach

a) Compelling Community Need:

- Describe the compelling community need that you will address within the target community. How did you identify the need? Provide documentation.
- **If your program will operate at multiple sites**, demonstrate a compelling need in each community you propose to serve.

b) Description of Activities and Member Roles:

- Describe the activities you propose to address the need.

- What will be the members' roles in these activities, and how do the member roles relate to addressing the need? Discuss your program structure including number of members, number of staff, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See Budget Instructions on pages 14 & 15 for a chart with slot types, minimum hours served, and minimum and maximum living allowance.
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.65 for a list of prohibited service activities.

c) Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- What systems will you use to track these outputs and outcomes?
- **Note:** You will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather, if you are approved for funding.

d) Plan for Self-Assessment and Improvement:

- How will you track and evaluate your progress toward meeting and achieving your outputs and outcomes?
- What are your plans for continuous program improvement? How will you identify strengths and weaknesses, resolve problems, gather feedback from and provide feedback to members, service sites, and partners?

e) Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three year program period. What will be their ongoing roles and responsibilities?

f) Relationship to other National and Community Service Programs:

How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation? You can find a listing of Corporation-supported programs by state at

http://www.americorps.org/about/role_impact/state_profiles.asp.

g) Potential for Replication:

To what extent is your program designed to be replicated? What are your plans or strategies for replication?

2. Member Outputs and Outcomes

a) Member Recruitment and Support:

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- What living allowance do you plan to provide if your members are full-time? If less than full-time, do you plan to provide a living allowance, and if so, how much?
- How will you assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure that members complete their term of service (retention)?
- **Tutoring programs only:**
Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, or a higher degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals.

b) Member Development, Training and Supervision:

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.

- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:**
Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency or with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

c) Ethic of Service and Civic Responsibility:

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

d) Current Grantees Only: Enrollment

If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.

e) Current Grantees Only: Retention

We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible. If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement.

3. Community Outputs and Outcomes

a) Sustainability:

- Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

b) Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to one-time or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.
- **If you are requesting a waiver of the requirement to recruit or support volunteers** (see 45 C.F.R § 2520.35), state your request and explain the basis for your waiver request in the program narrative.

c) Capacity Building:

Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

B. Organizational Capability

1. Sound Organizational Structure

a) Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on-site monitoring of the financial and other systems required to administer an AmeriCorps grant. How will receiving an AmeriCorps grant add value to your existing service activities?

- **If you are proposing a multi-site program:**
 - Explain how you are able to support and oversee service sites.
 - Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations as articulated in 45 CFR § 2522.475, which comprise quality, innovation, sustainability, quality of leadership, past performance, community involvement, and the special considerations found in 45 CFR § 450? These include program models, program activities, and programs supporting distressed communities.
 - What are your current or previous programmatic and funding relationships with the sites?
 - Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
 - How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

b) Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

c) Plan for Self-Assessment or Improvement:

How does your organization conduct ongoing internal assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

d) Plan for Effective Technical Assistance:

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

2. Sound Record of Accomplishment as an Organization

a) Volunteer Generation and Support:

Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

b) Organizational and Community Leadership:

Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff serving on other community boards, or participation in community events, task forces, and other community activities.

c) Current Grantees Only: Success in Securing Match Resources

Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

3. Success in Securing Community Support

a) Collaboration:

Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

b) Local Financial and In-kind Contributions:

Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

c) Wide Range of Community Stakeholders:

Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

d) Special Circumstances:

In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe.

C. Cost Effectiveness and Budget Adequacy

1. Cost Effectiveness

a) Corporation Cost per Member Service Year (MSY):

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. It does not include child care or the cost of the education award a member earns serving with your program.
- One MSY is equivalent to 1700 service hours, a full-time AmeriCorps position.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request the maximum, please justify.

b) Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

c) Current Grantees Only: Decreased Reliance on Federal Support.

Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

2. Budget Adequacy:

Discuss the adequacy of your budget to support your program design including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

IV. Evaluation Summary or Plan

If this is the first time you are submitting a proposal for AmeriCorps funding, provide a detailed description of your plans for conducting evaluation of the program if you are awarded. For information on the Corporation for National and Community Service's requirements concerning evaluation, please review 45 CFR §§ 2522.500–2522.540, and §§ 2522.700–2522.740. For resources related to program evaluation and plans, please visit the National Service Resource Center Web site at:

http://nationalserviceresources.org/resources/online_pubs/perf_meas/eval_resources.php

If you are an existing grantee recompeting for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. If you have a completed evaluation report when recompeting for the first time, submit your report according to the instructions in Section VI., below.

V. Budget

Overview of Key Statutory and Regulatory Budget Requirements

Before you complete the Budget Section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:

Minimum overall grantee share is 24%. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- Your budget must meet certain minimum match requirements for operating and member support costs:

- In Sections I, II, and III of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.
- In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90, for the regulatory match and waiver requirements.

Note: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency.

Follow the instructions below to prepare your detailed budget. Budget Narrative Worksheets are available in **Section 12 – Proposal Packet**.

A. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

As you prepare your budget, consult the *Notice* for the year in which you are applying and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The *Notice* includes the maximum cost per MSY, maximum living allowance, and other information that changes year-to-year, for all AmeriCorps grant programs.

As you prepare your budget:

- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide a full explanation of the proposed costs including their purpose and the basis of your calculation.
- For the Staffing, Travel, and Evaluation line items, and wherever else it may increase clarity, present your calculations in the form of an equation, e.g., Two (2) staff traveling @ \$350/trip for 2 trips = \$1400; or, Salary \$60,000 @ 20% devoted to program = \$12,000.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments
- A-122 - Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

Section I. Program Operating Costs

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the Total Amount, CNCS Share, and Grantee Share for Parts A-J, as follows:

A. Personnel Expenses

Under "Position/Title Description," list each staff position title and provide a brief 5 or 6 word position description, salary, and percentage of effort devoted to this award. Because the purpose of this grant is to enable and stimulate volunteer community service, the grantee may not include the value of direct

community service performed by volunteers. However, the grantee may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, training of staff and AmeriCorps Programs.

B. Personnel Fringe Benefits

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. Typically, holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item. Uncommon or exceptionally high-cost benefits should be itemized.

C. 1. Staff Travel

Describe the purpose for which program operating staff will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other travel related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Only domestic travel is allowable; other travel is allowable only if specifically identified and approved as a condition of a grant award. Reimbursement may not exceed amounts contained in applicable state travel regulations (<http://www.doa.state.va.us/procedures/AdminServices/capp/pdfdocs/20335.pdf>).

C. 2. Member Travel

Describe the purpose for which members will travel. Provide a calculation to include costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. Reimbursement may not exceed amounts contained in applicable state travel regulations (<http://www.doa.state.va.us/procedures/AdminServices/capp/pdfdocs/20335.pdf>).

D. Equipment

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Include items that do not meet this definition in **E. Supplies** below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

E. Supplies

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Grantees may only charge the cost of member service gear, except for safety equipment, to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-federal funds.

F. Contractual and Consultant Services

Include costs for consultants related to the project's operations, except evaluation consultants, who will be listed in Section H., below. Payments to individuals for consultant services under this grant may not exceed \$540 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$540 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use, their contractual services, and provide the names of the organizations when available. Indicate the daily rate, number of days, and total cost. For any pro bono work by a contractor in combination with fee-based work, affirm that the vendor's normal fee schedule and market-based work warrant the in-kind value placed on the donated portion.

G. 1. Staff Training

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

G. 2. Member Training

Include the costs associated with member training to support them in carrying out their service activities, for example, orientation, project-specific skills such as age-appropriate tutoring, CPR, or ecosystems and the environment. You may also use this section to request funds to support training in Life After AmeriCorps. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

H. Evaluation

Include costs for project evaluation activities, including additional staff time or subcontracts you did not budget under Section I A. Personnel Expenses, use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

I. Other Operating Costs

You must include at least \$2,000 in this line item for funds to travel to Corporation and Office on Volunteerism and Community Service-sponsored technical assistance and other meetings.

Allowable costs in this budget category can also include when applicable:

- Background checks of members and grant-funded staff who have recurring access to vulnerable populations, i.e., children, the elderly, disabled, etc.
- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- Costs associated with operating a residential program.
- Recognition costs for members. List each item and provide a justification in the budget narrative. Gifts and/or food in an entertainment/event setting are not allowable costs.

J. Source of Match

Enter the total amount of cash and in-kind match under columns for Private, State and/or Local, and Federal in the Source of Match box. Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under Sources. Define any non-Corporation acronyms the first time they are used.

Subtotal Section I. Enter Total, CNCS Share and Grantee Share in this section.

Section II. Member Costs

Member Costs are identified as “Living Allowance” and “Member Support Costs.”

In the “Source of Match” box, enter the total amount of cash and in-kind match under columns for “Private,” “State and/or local,” and “Federal.” Then, for each amount entered, identify the source of the matching funds or in-kind contributions by entering text under “Sources.” Be sure to define any non-Corporation acronyms the first time they are used.

A. Living Allowance

The narrative should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, reduced-half-time, quarter-time, minimum-time, 1st and 2nd Years of 2-year half-time) and the amount of living allowance they will receive, allocating appropriate portions between the Corporation’s share (CNCS Share) and grantee match (Grantee Share).

Members – Enter the total number of members you are requesting in each category. Enter the amount of the living allowance for each type of member. Enter the number of members for which you are not requesting funds for a living allowance, but for which you request education awards.

2008 AmeriCorps Minimum, Maximum and Maximum Federal Share of Living Allowance

Term of Service	Minimum Number of Hours	Minimum Living Allowance	Maximum Living Allowance	MSY	Maximum CNCS/Federal Share of Living Allowance
Full-time	1700	\$11,400	\$22,800	1.000	\$9,690
One Year Half-Time	900	N/A	\$12,070	0.500	\$5,130
Two Year Half-Time	900	N/A	\$12,070	*0.250	\$5,130
Reduced Half-Time	675	N/A	\$9,050	0.375	\$3,848
Quarter-Time	450	N/A	\$6,035	0.250	\$2,565
Minimum-Time	300	N/A	\$4,025	0.200	\$1,710

Notes:

1. There is no requirement to pay a living allowance to less than full-time members.
 2. The amount of the maximum for less than full-time living allowance is rounded to the nearest dollar.
 3. The calculation for the maximum federal share for less than full-time members who do receive a living allowance is pro-rated based on 85% of the proportion of the minimum full-time required hours, e.g., One-year Half-time=900/1700 X \$11,400, or \$6,035. Maximum federal share is \$6,035 X .85 = \$5,130.
- * For a two year half-time position, the living allowance can be split between two years, e.g., 0.250 in Year 1 and 0.250 in Year 2.

B. Member Support Costs

Consistent with the laws of your state, you must provide members with the benefits described below.

- **FICA.** Unless exempted by the IRS with accompanying documentation (note in the narrative and provide documentation with application), all projects must pay FICA for any member receiving a living allowance, even when the Corporation does not supply the living allowance. In the first column next to FICA, indicate the number of members who will receive FICA. Calculate the FICA at 7.65% of the total amount of the living allowance.
- **Worker's Compensation.** The Virginia General Assembly passed legislation in 2004 that provides workers' compensation coverage for AmeriCorps members. As of April 2004, AmeriCorps members are deemed to be employees of the Commonwealth of Virginia for purposes of the Workers' Compensation Act. The Act states that AmeriCorps members **shall** be eligible for reimbursement for medical costs from covered injuries, but **shall not** be eligible to receive weekly compensation. You **must** include **\$50.00 per member** for Worker's Compensation coverage.
- **Health Care.** You must offer health care benefits to full-time members in accordance with AmeriCorps requirements. Except as stated below you may not pay health care benefits to half-time members with Corporation funds. You may choose to provide health care benefits to half-time members from other sources (i.e., non-federal). Half-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits. In your budget narrative, indicate the number of members who will receive health care benefits. The Corporation will not pay for dependent coverage.
- **Unemployment Insurance and Other Member Support Costs.** Include any other required member support costs here. Some states require unemployment coverage for their AmeriCorps members. You may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law. Programs are responsible for determining the requirements of state law by consulting their state commission, legal counsel, or the applicable state agency.

Subtotal Section II. Enter Total, CNCS Share and Grantee Share in this section..

Section III. Administrative/Indirect Costs

A. Definitions

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate agreement. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

B. Options for Calculating Administrative/Indirect Costs (choose either 1 or 2, below)

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds **actually expended** under this grant.

1. Corporation Fixed Percentage Method

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

- a. Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. Enter this amount as the Corporation share for Section III A.
- b. Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
- c. Enter the sum of the Corporation and grantee shares under Total Amount.

2. Federally Approved Indirect Cost Rate Method

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

- a. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
- b. Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.
- c. Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

Subtotal Section III. Enter Total, CNCS Share and Grantee Share in this section.

A. Increasing Grantee Overall Share of Total Budgeted Costs

In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24 percent is maintained. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.95 for the specific regulatory match and waiver requirements.

B. Applying for Alternative Match

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You may only apply for the alternative match as part of your third year continuation application. If approved, you will base your budget in your recompetite application on the approved alternative match. The alternative match requirement will be in effect for the entire three year project period, if you are approved for funding.

If you are requesting the alternative match as specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.

- a) Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
- b) Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See the USDA Website for the Table of Beale codes <http://www.ers.usda.gov/data/RuralUrbanContinuumCodes/>
- c) Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics.
 - The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
 - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
 - The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
 - **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

To Apply for a Statutory Match Waiver:

- You must submit your request in separately via e-mail to the Office on Volunteerism and Community Service at info@vaservice.org
- If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.
- **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

VI. Budget Analysis Checklist

Complete the Budget Analysis Checklist according to the instructions in **Section 12 – Proposal Packet**.

VII. W-9 Request For Taxpayer Identification Number (s) and Certification

Complete the W-9 form and include with the Proposal to be submitted to the Office on Volunteerism and Community Service by the Proposal deadline.

VIII. Additional Required Documents

You are required to provide the documents described below as part of your proposal, if applicable.

A. Completed Evaluation Report

Please review 45 CFR §§ 2522.500–2522.540, and §§ 2522.700–2522.740, and the section on Evaluation above.

B. Labor Union Concurrence

If you have employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, you must submit the written concurrence of the local labor organization with its application.

IX. Performance Measures

The Office on Volunteerism and Community Service does not require applicants to submit Performance Measures as part of their initial proposal. However, awarded applicants will be required to submit Performance Measures as part of the eGrants application process.

In addition, you will be required to adhere to state-wide Common Performance Measures developed by the Office on Volunteerism and Community Service that address the areas of Member Training & Development and Volunteer Recruitment & Support. These performance measures will be provided to you upon award.

SECTION 5 - EVALUATION AND AWARD CRITERIA

The Office on Volunteerism and Community Service selects Proposals using an extensive, multi-stage process that may include reviews by peer review panels, staff, and others as outlined in the Office on Volunteerism and Community Service Grant Selection Process.

5.1. SELECTION CRITERIA

We use the following criteria to determine quality and select programs that will receive funding.

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

5.1.2. ADDITIONAL CONSIDERATIONS

Consideration in making final selections will be given to programs that address one or a combination of the following:

Corporation for National and Community Service Focus Areas:

- Mobilizing More Volunteers;
- Ensuring a Brighter Future for All of America's Youth;
- Engaging Students in Communities;
- Harnessing Baby Boomers' Experience

Governor's Initiatives:

- Expand access to high-quality preschool for more of Virginia's four-year-olds;
- Encourage Virginians of every age and stripe to adopt healthy lifestyles and combat the state's alarming obesity rates, etc.;

- Combat gangs and provide positive alternatives to at-risk youth.

5.1.5 AWARD TO MULTIPLE OFFERORS

Selection shall be made of offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations may be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offerors which, in its opinion, have made the best proposal, and shall award the contract to those offerors. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

SECTION 6 - REPORTING AND DELIVERY REQUIREMENTS

The grantee shall produce the following reports of activities and services:

6.1. GRANTEES SHALL SUBMIT:

- 6.1.1.** Monthly Progress Reports submitted to the Office on Volunteerism and Community Service noting progress towards objectives, sustainability efforts, challenges, and upcoming events. A template will be provided to grantees for this purpose.
- 6.1.2.** Quarterly Progress Reports to include the following:
 - A detailed description of activities and an assessment of the progress of the project compared to Performance Measures;
 - Any gaps in services or barriers to the progress of the project, with proposed solutions;
 - An explanation of any deviations from the Proposal;
 - Any changes in staffing;
 - Identification of any particularly successful or unsuccessful project activities or components; and
 - Copies of any materials that have been developed under this contract.
- 6.1.3.** A Final Report, which shall be made to the purchasing agency within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of the project activities and services over the contract period and shall include:
 - An overall evaluation of the project including an assessment of whether the project's goals and objectives were met;
 - Any problems or delays that were encountered and how they were resolved;
 - An assessment of the program's effectiveness and the value to the community, Members and recipients;
 - Sustainability efforts that have been made to continue the program past the grant period;
 - Copies of any materials that were developed under the contract.
- 6.1.4.** A written report to the purchasing agency, which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and applicant. Such report shall identify the deviations and/or problems, whether anticipated or actual. The report should also include the effects the challenges had on the program performance as noted under this contract, and a proposed plan for resolution.

- 6.1.5. All applicants shall produce the following monthly fiscal reports:
- A. Periodic Expenditure Report
 - B. Monthly In-Kind and Cash Match Report
- 6.1.6. All applicants shall produce the quarterly Financial Status Report.
- 6.1.7. The grantee agrees to provide any additional reports that the Office on Volunteerism and Community Service may request by written notice to the grantee.
- 6.1.8. The grantee is required to submit reports in a format determined by the Office on Volunteerism and Community Service, including eGrants, an electronic application and reporting system.

6.2 RESPONSIBILITIES FOR PROGRAMS USING AMERICORPS FUNDS

Federal Financial Management and Grant Administration Requirements

As with all federal grant programs, it is the responsibility of all grantees funded by the Corporation to ensure appropriate stewardship of federal funds entrusted to them. Under our regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the financial results of its program. To meet this requirement, you must have adequate accounting practices and procedures, internal controls, audit trails, and cost-allocation procedures. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, requires all organizations to have financial audits if they annually expend \$500,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards, not just an AmeriCorps grant. **The Office on Volunteerism and Community Service may audit AmeriCorps grantees that do not expend \$500,000 or more federal funds in a fiscal year.**

SECTION 7 – PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held at 1:00 pm on Tuesday, February 12, at the Virginia Department of Social Services; 7 North Eighth Street; Richmond, VA 23219. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. This meeting will also be available via teleconference. If you would like to participate in this meeting via teleconference, you must RSVP no later than 5:00pm on Wednesday, February 6 by calling (804) 726-7068 or (800) 638-3839.

While attendance at this conference will not be a prerequisite to submitting a Proposal, offerors who intend to submit a Proposal are encouraged to attend. **Bring a copy of the solicitation (RFP) with you.** Any changes resulting from this conference will be issued in a written addendum to the solicitation.

SECTION 8 - GENERAL TERMS AND CONDITIONS

- 8.1. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."
- 8.2. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- 8.3. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- 8.4. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- 8.5. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- 8.6. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- 8.7. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- 8.8. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS:** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the

proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- 8.9. CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

8.10. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions

apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- 8.11. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- 8.12. QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- 8.13. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- 8.14. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- 8.15. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the

procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- 8.16. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- 8.17 INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
 2. Employer's Liability - \$100,000.
 3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- 8.18. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.
- 8.19. DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 8.20. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this

contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- 8.21. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

SECTION 9 - SPECIAL SUB-GRANT TERMS AND CONDITIONS

- 9.1. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. The contractor further agrees to comply with the organizational audit requirements of OMB circular A-128, "Audits of State and Local Governments" or the single Audit Act and OMB circular A-133.

A Contractor who exceeds \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to the Purchasing Agency within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the contract, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

- 9.2. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- 9.3. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for (two successive one year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

9.4. **IDENTIFICATION OF PROPOSAL ENVELOPE:**

The signed Proposal should be returned in an envelope or package, sealed and identified as follows:

<u>FROM:</u> _____	_____	_____
Name of Applicant	Due Date	Time
_____	_____	_____
Street Address/P.O. Box	RFP number	

City, State and Zip + 4		

TO: The envelope should be addressed as directed on the Cover Page of the solicitation.

The applicant takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the Proposal to be

disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other Proposals should be placed in the envelope.

- 9.5. **AMERICORPS PROVISIONS:** By accepting funds under this grant, the grantee agrees to comply with the AmeriCorps Provisions, which can be found at:
http://www.americorps.gov/pdf/2007_ameri_corps_provisions.pdf

SECTION 10 - METHOD OF PAYMENT

Compensation to the Contractor for delivered services shall be as follows:

- 10.1. The Contractor shall be paid on a cost-reimbursable basis.
- 10.2. Actual expenditures shall be invoiced pursuant to approved line-item budget categories.
- 10.3. Deviations from the approved line-item budget of more than \$100.00 in any line item shall be submitted in writing immediately to the purchasing agency for the purchasing agency's prior approval at least thirty (30) calendar days prior to the intended effective date.
- 10.4. All revenue from the sale of products derived through activities performed pursuant to this contract shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
- 10.5. The invoice period shall be monthly. The Contractor shall invoice the purchasing agency each invoice period on forms supplied by the purchasing agency and shall submit an invoice showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the Contractor fails to submit monthly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. Invoices that are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the invoice.
- 10.6. If the Contractor fails to correctly provide any services and/or reports as specified in this contract, and in the time period specified herein, the purchasing agency may withhold payment of invoices until said services and/or reports are provided. All services provided by the Contractor pursuant to this contract shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State, and local laws, ordinances, rules and regulations. The Contractor shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State, or local laws, ordinances, rule or regulations.
- 10.7. The contractor shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State.

SECTION 11 - DEFINITIONS

11.1. Definitions

Act means the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 *et seq*).

Approved national service position means a national service position for which the Corporation has approved the provision of a national service education award as one of the benefits provided for successful service in the position.

Eligible Member means an individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is

out of school and enrolled **(a)** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or **(b)** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability-to-benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Indian tribe means a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Program means a national service Program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by the Corporation and carried out in accordance with federal requirements.

Project means an activity or set of activities carried out by a Program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to whom the members are assigned.

Project sponsor means an organization or other entity that has been selected to provide a placement for a member.

State Commission means, for the purposes of these Proposal instructions, the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law.

SECTION 12 - PROPOSAL PACKET

Each of the following items **MUST** be submitted as part of your proposal:

- I. Proposal Cover Sheet
- II. Authorization, Assurances, and Certifications (signature pages only)
- III. Narrative (create as a Microsoft Word document)
- IV. Evaluation Summary or Plan
- V. Budget
 - a. Budget Narrative Worksheets
 - b. Budget Page
- VI. Budget Analysis Checklist
- VII. W-9 Request For Taxpayer Identification Number (s) and Certification
- VIII. Additional Documents (if applicable)
 - a. Program Evaluation
 - b. Labor Union Concurrence

Proposal Cover Sheet

Office on Volunteerism and Community Services
5th Floor, 7 North Eighth Street – Richmond, VA 23219

Request For Proposal (RFP) Number:

Applicant Information:			
Organization Legal Name			
Street Address/P.O. Box			
City, State, Zip + 4			
Telephone Number			
Fax Number			
Email Address			
Federal Employer Identification # (EIN)			
DUNS Number (see 4.2.3. – page 8)			
Title/Name of Project			
Contact Information: Reliable, immediate and dependable information for the individual to be contacted regarding this Proposal.			
Program Director's Name			
Program Director's Title			
Program Director's Telephone Number			
Program Director's Email Address			
Proposed Program Start Date			
Authorization:	To the best of my knowledge and belief, all data in this Proposal are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.		
Signature of Authorized Representative			
Name (print) of Authorized Representative			
Title of Authorized Representative			
Date Signed			

Assurances and Certifications

Instructions

By signing and submitting this Proposal, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your Proposal.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower-tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “Proposal,” and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Assurance requirement for subgrant agreements

You agree by submitting this Proposal that if we approve your Proposal you shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

g) Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-assurance in subgrant agreements

If you knowingly enter into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all rules regarding prohibited activities, including those stated in applicable NOFA or NOFO, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
6. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
7. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990 or the Domestic Volunteer Services Act, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.
9. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
11. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special

flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
19. Will comply with all the requirements of Subpart C of 45 CFR Part 2542, implementing E.O. 1259, regarding restrictions on doing business with suspended, debarred, and otherwise disqualified entities.
20. Will comply with all the requirements for providing a drug-free workplace on a continuing bases as set out in Subpart B of 45 CFR Part 2545, implementing sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690).
21. Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
22. Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
23. Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the State in which the program operates.
24. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

1. Lobbying (Activities)

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Compliance with the Lobbying Disclosure Act of 1995. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the undersigned nor any of its operating sites is an organization described in Section (501)c(4) of the Internal Revenue Code of 1986, 26 U.S.C. § 501c(4) that engages in lobbying activities.

Assurances and Certifications

ASSURANCE SIGNATURE

NOTE: Sign this form and include in the Proposal.

Date: _____

Organization Name: _____

Program Name: _____

Name (print) of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

SIGNATURE: By signing this **assurances page**, you certify that you agree to perform all actions and support all intentions in the Assurances section.

CERTIFICATION SIGNATURE

NOTE: Sign this form and include in the Proposal.

Date: _____

Organization Name: _____

Program Name: _____

Name (print) of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

SIGNATURE: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this Proposal.

The three Certifications are:

1. Certification: Lobbying Activities
2. Certification: Compliance with the Lobbying Disclosure Act of 1995

Proposal Packet - BUDGET WORKSHEET

Section I. Program Operating Costs

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

B. Personnel Fringe Benefits

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

D. Equipment

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share

J. Source of Match

Source(s), Type, Amount, Intended Purpose				
In-kind	Private \$	State and/or Local \$	Federal \$	Sources
Cash	\$	\$	\$	
Total	\$	\$	\$	

Section II. Member Costs

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2 nd Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Worker's Compensation	\$50.00 per member	n/a			
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

C. Source of Match

Source(s), Type, Amount, Intended Purpose,				
In-kind	Private \$	State and/or Local \$	Federal \$	Sources
Cash	\$	\$	\$	
Total	\$	\$	\$	

Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Corporation Fixed Amount				
Totals				

B. Federally Approved Indirect Cost Rate Method

	Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Subgrantee Share								
Totals								

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Page

Applicant Organization:						
Section I – Program Operating Costs		Column 1	Column 2	Column 3	Column 4	Column 5
A. Personnel <i>Name/Title</i>		Annual Salary	Percent Time Spent on Program	Total Program Cost	Corporation Funds Requested	Grantee Match
			%			
B. Benefits (includes FICA, Worker's Comp, Leave, Other Fringe)						
C1. Travel – Staff						
C2. Travel – Member						
D. Equipment (not greater than 10 % of total CNCS budget costs)						
E. Supplies (includes Member service gear)						
F. Contracts and Consultants						
G1. Training – Staff						
G2. Training – Member						
H. Evaluation (Consultant rate not to exceed CNCS maximum \$443/day)						
I. Other (includes CNCS-sponsored meetings)						
Subtotal–Section I				\$	\$	\$
Section II – Member Costs				Column 3	Column 4	Column 5
A. Living Allowance	Amount	# With Living Allowance	# Without Living Allowance			
1 Year Full-Time (1700 hr)	\$					
1 Year Part-Time (900 hr)	\$					
Reduced Part-Time (900 hr)	\$					
Quarter-Time (475 hr)	\$					
Minimum-Time (300 hr)	\$					
B. FICA (7.65 percent of total Member living allowance)						
C. Worker's Comp (\$50.00 per member)						
D. Health Care (required for Full-Time, optional for Part-Time)						
E. Other Member Costs						
Subtotal – Section II				\$	\$	\$
Section III – Administrative Costs				Column 3	Column 4	Column 5
A. Grantee Administrative Costs (not to exceed 5% of CNCS share of Section + Section II) (up to 10% match allowed without approved Indirect Cost Rate)						
B. Federally approved or State-established Indirect Cost Rate						
Subtotal – Section III				\$	\$	\$
Total Program Operating Budget (Sum of Sections I and III)				\$	\$ maximum 76%	\$ minimum 24%
Total Budget Costs (Sum of Sections I, II and III)				\$	\$	\$
Cost per Member Service Year (MSY) \$12,600 maximum (total CNCS funds divided by number of MSY requested)						\$

BUDGET ANALYSIS CHECKLIST

Below is a checklist to help you make certain that you submit an accurate budget narrative and budget that meets AmeriCorps requirements. Read the guidance in the right column when reviewing your budget worksheet and place a check in the left column with your response.

In Compliance?	Section I. Program Operating Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Costs charged under the Personnel line item directly relate to the operation of the AmeriCorps project? Examples include costs for staff that recruit, train, place, or supervise members as well as manage the project.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section (Section III.) of the budget? Examples of administrative costs include central management and support functions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff fundraising expenses are not charged to the grant? You may not charge AmeriCorps staff members' time and related expenses for fundraising to the federal or grantee share of the grant. Expenses incurred to raise funds must be paid out of the funds raised. Development officers and fundraising staff are not allowable expenses.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Brief position descriptions are provided for each staff member listed on the grant?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Funds for the purchase of equipment (does not include general use office equipment) are limited to 10% of the total grant amount?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All single equipment items over \$5000 per unit are specifically listed?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All single supply items over \$1000 per unit are specifically listed?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Justification/explanation of equipment items is included in the budget narrative?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have the instructions concerning service gear been followed? If a project chooses to purchase the standard service gear package, it should budget \$35.00 per member. If the project needs the collared-shirt, it should budget between \$35 and \$70 per member. The federal share can be up to \$150 per member for additional safety apparel that is necessary to perform daily service activities. You must include a justification for these additional items in the budget narrative.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all consultant services are budgeted below the maximum federal daily rate of \$540/day?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the budget reflect adequate budgeted costs for project evaluation?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are all items in the budget narrative itemized and justified?
<input type="checkbox"/> Yes <input type="checkbox"/> No	You have included \$2,000 for travel to CNCS-sponsored meetings in the budget narrative? (plus \$750 for National Direct operating sites, if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you provided budgeted costs for background checks of members and grant-funded staff that will have recurring access to vulnerable populations (i.e., children, frail elderly, persons with disabilities).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

In Compliance?	Section II. Member Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the living allowance amounts correct? Full-time AmeriCorps members must receive at least the minimum living allowance as announced in the NOFA or NOFO and indicated in the budget instructions. Note: Programs in existence prior to September 21, 1993 may offer a lower living allowance than the minimum. If such a program chooses to offer a living allowance, it is exempt from the minimum requirement, but not from the maximum requirement. Projects are not required to provide half-time members living allowances, but if they do, they must comply with the living allowance requirements listed in the budget instructions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The

	distribution should occur in equal increments that are not based on the specified number of hours served.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is FICA calculated correctly? All projects must pay FICA for any member receiving a living allowance. Unless exempted by the IRS, projects must calculate FICA at 7.65% of the total amount of the living allowance.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Worker's Compensation calculation correct? Some states require worker's compensation for AmeriCorps members. Projects must check with your local State Department of Labor or State Commission to determine whether or not your project is required to pay worker's compensation and at what level (i.e., rate). Projects that are not required to pay worker's compensation need to provide similar coverage for members' on-the-job injuries through their own existing coverage or a new policy purchased in accordance with normal procedures (i.e., Death and Dismemberment coverage).
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Health care is provided for qualified full-time AmeriCorps members only (unless half-time serving for a sustained full-time period of time such as summer service)?</p> <p>If your project chooses to provide health care to other half-time members, you may not use federal funds to help pay for any portion of the cost. Projects must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the project. In addition, projects must provide coverage if a full-time member loses coverage during the term of service through no deliberate act of his/her own. If projects already carry minimum benefits at a reasonable cost, they may use existing policies to cover members. The federal share will not cover health care costs for family members.</p> <p>Is the total amount of cash derived from private and state and local funds stated in the narrative?</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Match information is included?

In Compliance?	Section III. Administrative/Indirect Costs
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Applicant has chosen Option A – Corporation fixed percentage method and the maximum federal share of administrative costs does not exceed 5% of the total federal funds budgeted?</p> <p>To determine the federal administrative share, multiply all other budgeted federal funds by .0526.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Applicant has chosen Option B – federally approved indirect cost rate method and documentation on file?</p> <p>Administrative costs budgeted include the following: (1) indirect costs such as legal staff, central management and support functions; (2) costs for financial, accounting, audit, internal evaluations, and contracting functions; (3) costs for insurance that protects the entity that operates the project; and (4) the portion of the salaries and benefits of the director and any other project administrative staff not attributable to the time spent in direct support of a specific project.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or an estimate), and the intended purpose are clearly identified in the narrative. Is the total amount of cash and/or in-kind derived from private, state and local, and federal funds stated in the narrative?

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (S) AND CERTIFICATION

Each person or organization doing business with the Commonwealth of Virginia must provide the following information. Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.

- ☐ Original Submission
☐ Additional Address (see back of form)
☐ Address Correction

Check Only One:

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Governmental | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Estate | <input type="checkbox"/> Other (Please Describe) _____ | |

Social Security Number _____

Employer Identification Number _____

and/or _____

ENTER THE FOLLOWING:

Legal Name _____

(Must match the Social Security Number, if applicable)

Trade Name _____

(Must match the Employer Identification Number, if applicable)

Payment Address: _____ IRS 1099 Form _____

Mailing Address: _____

DUNS # _____

Contact Person: _____ Phone Number: (____) _____ - _____

Please respond to the following: (see back of form for definitions)

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| Are you a United States citizen? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your organization tax exempt? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Real Estate Agent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Minority-owned business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Woman-owned business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Small business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Faith-Based Organization? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you are a Minority-owned business, please indicate the type of Minority:

- | | | |
|---|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian-Pacific American | <input type="checkbox"/> Sub-Continent Asian American | <input type="checkbox"/> Other Minority |

Are you registered with the Department of Minority Business Enterprise? ☐ Yes ☐ No

If yes, enter certificate number: _____

Government Agencies, please respond to the following:

Are you (Please check one): ☐ Federal ☐ State ☐ Local

If you are considered Local, what is your FIPS code? _____

Certification: Under penalties of perjury, I certify that:

- The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me).
 - The organization entity and all other information provided is accurate.
 - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 - I am a U.S. person (including a U.S. resident alien).
- (You must cross out item (3) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature _____ Date _____

Additional Address

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your DUNS number for each site. If you don't have a DUNS number you may obtain one by calling 1-888-814-1435.

Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Woman-owned Business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a woman minority is considered a minority) who are U.S. citizens and who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned Business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate it. "Control", "Operate" and "Ownership" have the same meanings as mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.
- **Faith Based Organizations:** If you consider yourself a Faith Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization".
- **Department of Minority Business Enterprise:** If you have not registered with the Virginia Department of Minority Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their website, www.dmb.state.va.us.

SECTION 13 - ATTACHMENTS

Attachment 1 – Directions to Pre-Proposal Conference

**Virginia Department of Social Services
Office on Volunteerism and Community Service
7 North Eighth Street
Richmond, Virginia 23219-1849**

FROM I-95 NORTH

If you are driving South on Interstate 95, take Exit 75, bearing to the right in the direction of the Coliseum and 3rd Street signs. Turn left on Marshall Street to 8th Street, and turn right onto 8th Street. Take 8th Street past Broad Street (major intersection) and continue for 2 & one-half blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM I-95 SOUTH

If you are driving North on Interstate 95, take Exit 74C to Broad Street West - Downtown. Turn left at the stop light on 8th Street and follow for 2 & one-half blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM I-64 WEST

If you are driving East on Interstate 64, take Interstate 95 South (towards Williamsburg) and follow I-95 to Exit 75. Take Exit 75, bearing to the right in the direction of the Coliseum and 3rd Street signs. Turn left on Marshall Street to 8th Street, and turn right onto 8th Street. Take 8th Street past Broad Street (major intersection) and continue for 2 & one-half blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.

FROM I-64 EAST

If you are driving West on Interstate 64, take the 5th Street/Coliseum Exit. You will be on 5th Street. Follow 5th Street to Broad Street, turn left on Broad Street. Turn right on 8th Street and follow for 2 & one-half blocks, just past Franklin Street. The Virginia Department of Social Services is on the left halfway between Franklin and Main Streets.